



Department of State (DOS)

**Bureau of Educational and Cultural Affairs (ECA)
Office of American Spaces (ECA/A/M)**

**Office of American Spaces Information System (OASIS)
User Guide**



**Version 1.13
March 2023**

ECA/EX/IT
Serving Public Diplomacy



Office of American Spaces Information System (OASIS)
User Guide



Revisions

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8/23/2021	Andrés Romualdo	Initial draft
11/29/2021	Danny Elbashari	Updated for v1.01
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Table of Contents

- [Requesting OASIS Access](#)
- [Logging into OASIS](#)
- [Accessing and Navigating “Enter Data”](#)
- [Sorting Data Tables](#)
- [Data Entry](#)
 - [Direct Data Entry](#)
 - [Editing Draft Status Data Calls](#)
- [My Spaces](#)
 - [Viewing Space Details](#)
- [Reports](#)
 - [Profile Reports](#)
 - [Country Profile Reports](#)
 - [Space Profile Reports](#)
 - [Country Statistics Report](#)
- [My Profile](#)
- [Help](#)



Background

The Office of American Spaces (ECA/A/M) oversees a network of open-access public platforms supported by the U.S. government. These American Spaces, located in more than 140 countries, serve to connect the world with the United States. American Spaces give visitors and program participants a first taste of America and serve as an important platform for advancing post priorities, whether by utilizing Washington-based resources or through locally-based programming. American Spaces visitors champion continued ties with the United States, and can go on to become trusted Post contacts or participate in ECA's exchange programs such as Fulbright and the International Visitors Leadership Program (IVLP). The five core programming areas that take place in American Spaces draw on the breadth of what ECA offers: Education USA advising, English language learning and teaching, Alumni engagement, strategic cultural programs that utilize ECA's Envoys (arts, music, sports, science, and more), and information about the United States, such as through connecting with expert American speakers. American Spaces frequently host activities that expand the impact of ECA resources on local audiences around the world. As diverse as the communities they serve, the American Spaces are grouped into three broad categories: U.S. government-operated American Centers, independently-operated Binational Centers primarily located in Latin America, and American Corners, which are partner spaces that reside within a variety of local institutions such as libraries or universities.

ECA/A/M requires a monthly data call for Space activities. The Office of American Spaces Information Systems (OASIS) provides Spaces the ability to enter/upload monthly data calls, run reports, and view other Spaces' data.

The OASIS platform will provide posts the ability to apply for American Spaces Support Funds (ASSF) money. Currently ECA/A/M uses spreadsheets that are collected by fiscal year to manage the process. The ASSF component of OASIS will allow ECA/A/M staff to manage the funding process end to end.



Instructions

Requesting OASIS Access

To request for an OASIS account, navigate to the New Account Request button on the OASIS homepage. Instructions on how to send the request will be displayed.

The screenshot displays the OASIS homepage. At the top, the header includes the Department of State logo, the text 'Department of State | Bureau of Educational and Cultural Affairs Office of American Spaces Information System (OASIS)', and a 'Login' button. Below the header is a red navigation bar with 'Home' and 'Help' links. The main content area features a large blue box on the left with the text 'Welcome to OASIS: Office of American Spaces Information System' and a prompt to 'Please access your custom Overview page regularly to report monthly Space metrics.' Below this text are two red buttons: 'Access My Overview' and 'New Account Request'. A red arrow points to the 'New Account Request' button. To the right of the blue box is an illustration of a diverse group of people, including a person in a wheelchair, with the word 'Diversity' written in a curved font. The 'American Spaces' logo is in the bottom right corner of the main content area.



Office of American Spaces Information System (OASIS) User Guide



Request an OASIS Account

Requests must be made by Embassy, Consulate, and American Center Staff only. If you work at an American Corner or Binational Center, please ask your Embassy or Consulate representative to submit this request.

To request an OASIS account, please [click here](#) (this link will open Outlook or other configured mail program)

*If you have any trouble with the link above, please send an email with subject line "Request for OASIS Account" to ITServiceCenter@state.gov with the following form completed:

Dear Customer Engagement Team,

I am requesting a new account for the person listed below. This person is a member of my office or works in an American Space and requires access.

Application: OASIS

Change Type: New Account Creation

First Name:

Last Name:

Email Address:

Regions:

Countries:

Spaces (type the full names):

Role (specify one role): American Officer, Field Support Officer, Locally Employed Staff, Partner Staff, REPS, DOS (ECA), DOS (non-ECA)

Thank you



Office of American Spaces Information System (OASIS) User Guide



- a. Requests must be made by USG Staff only. If you are non-USG/Partner staff, please ask your USG representative to submit the request.
- b. USG users have the option to either copy and paste the Account Request template in an email, or click on a link to open Outlook with the Account Request template automatically populated.
- c. The Account Request emails should be sent to the following email addresses: ITServiceCenter@state.gov
- d. With the subject line “Requesting Access to OASIS”

Logging into OASIS

1. To login to OASIS, please go to <https://oasistraining.state.gov/>.
2. In the upper corner of the site, click “**Login**”



3. This will take you to the next screen where you click “**Okta Login**”



Office of American Spaces Information System (OASIS) User Guide



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Office of American Spaces Information System (OASIS)

Home Help Login

Log in

OASIS allows users to login through Okta


[Okta Login](#)


4. Enter your Email Address and click “**Next**”



Office of American Spaces Information System (OASIS)
User Guide



Connecting to 



**WARNING: You are accessing a
Department of State information system.**

Username

*****@state.gov

☐ Keep me signed in

Next

OR

[Sign in with PIV / CAC card](#)


[Unlock account?](#)


4. Enter your Password and click “**Verify**”




Office of American Spaces Information System (OASIS) User Guide




Connecting to 





Verify with your password

 elbasharida@state.gov

Password

OpenNet if Applicable

[Verify](#)

[Non-DOS Users: Forgot your password?](#)

[Back to sign in](#)



Office of American Spaces Information System (OASIS) User Guide



5. This will ask you to “**Enter a code**” you will find by using the Okta Verify application on your mobile device

Connecting to OASIS

Enter a code

elbasharida@state.gov

Enter code from Okta Verify app

[Verify](#)

[Verify with something else](#)

[Back to sign in](#)

6. Once you enter a code or respond to the push on your mobile device, you should now be logged into OASIS



Office of American Spaces Information System (OASIS) User Guide



Accessing and Navigating “Enter Data”

1. From the main page click “**Enter Data**” in the menu heading



2. This will take you to the “**Start New Data Entry**” table, as well as the “**Your Existing Data Call Submissions**” table.

Start New Data Entry

You have 100+ entries that have not been started, 85 of these entries are overdue in the list below.

Search...

Reset

Space	Space Status	Country	Region	Post	Type	City	Year	Month	Status	Action
Asociación Comodoro Rivadavia de Intercambio Cultural Argentino Norteamericano	In Full, Normal Operation	Argentina	WHA - Western Hemisphere Affairs	BUENOS AIRES	Binational Center	Comodoro Rivadavia	2020	December	START DATA ENTRY	<div>Start</div>
Asociación Litoralense de Intercambio Cultural Argentino Norteamericano Santa Fe	In Full, Normal Operation	Argentina	WHA - Western Hemisphere Affairs	BUENOS AIRES	Binational Center	Santa Fe	2020	December	START DATA ENTRY	<div>Start</div>
Asociación Mendocina de Intercambio Cultural Argentino Norteamericano Mendoza	In Full, Normal Operation	Argentina	WHA - Western Hemisphere Affairs	BUENOS AIRES	Binational Center	Mendoza	2020	December	START DATA ENTRY	<div>Start</div>
Asociación Parenense de Intercambio Cultural Argentino Norteamericano Parana	In Full, Normal Operation	Argentina	WHA - Western Hemisphere Affairs	BUENOS AIRES	Binational Center	Parana	2020	December	START DATA ENTRY	<div>Start</div>
Asociación Rosarina de Intercambio	In Full, Normal		WHA - Western							<div>Start</div>

1

2

3

4

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6

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8

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10

...

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30 items per page

1 - 30 of 4355 items



Office of American Spaces Information System (OASIS) User Guide



Your Existing Data Call Submissions										
Export All Submissions							Search...		Reset	
Space	Space Status	Country	Region	Type	City	Year	Month	Status	Date Submitted	Action
NOVA University, Faculty of Science and Technology (AC FCT-NOVA)	In Full, Normal Operation	Portugal	EUR - Europe/Eurasia	American Corner	Lisbon	2018	December	SUBMITTED	09/04/2021	View
Lincoln Corner Vehari	In Full, Normal Operation	Pakistan	SCA - South Central Asia	American Corner	Vehari	2023	February	SUBMITTED	03/03/2023	View
Lincoln Corner Sargodha	In Full, Normal Operation	Pakistan	SCA - South Central Asia	American Corner	Sargodha	2023	February	SUBMITTED	03/03/2023	View
Lincoln Corner Multan	In Full, Normal Operation	Pakistan	SCA - South Central Asia	American Corner	Multan	2023	February	SUBMITTED	03/03/2023	View
Lincoln Corner Lahore	In Full, Normal Operation	Pakistan	SCA - South Central Asia	American Corner	Lahore	2023	February	SUBMITTED	03/03/2023	View
Lincoln Corner Faisalabad	In Full, Normal Operation	Pakistan	SCA - South Central Asia	American Corner	Faisalabad	2023	February	SUBMITTED	03/03/2023	View

Sorting Data Tables

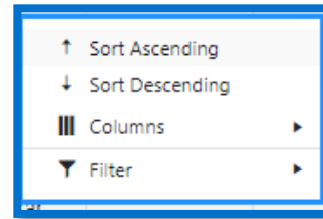
1. Each table has the ability to sort by columns
2. By clicking on the three dots next to the column header will give you options for sorting:

Space	Space Status	Country	Region	Post		Type	City	Year	Month	Status	Action
-------	--------------	---------	--------	------	--	------	------	------	-------	--------	--------

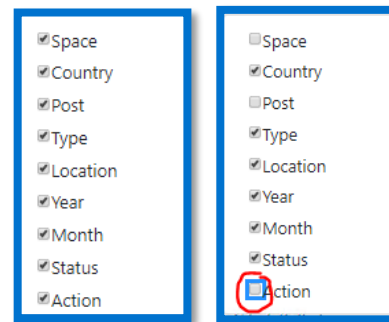
3. The follow options are available to you:



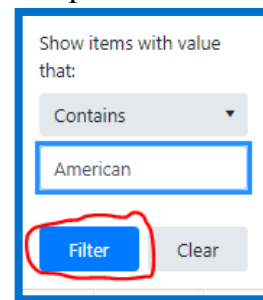
Office of American Spaces Information System (OASIS) User Guide



- a. Sort Ascending: All entries will be sorted to A to Z or 1 to 10
- b. Sort Descending: All entries will be sorted to Z to A or 10 to 1
- c. Columns: This gives you the option to remove or add data column headers.
 - i. Clicking the check box next to the header will remove that header from the table



- d. Filter: This allows you to filter columns by key words or parts of words



- 4. To reset the table, click the “**Reset**” button on the top of the table:



Office of American Spaces Information System (OASIS) User Guide



Start New Data Entry

You have 100+ entries that have not been started, 85 of these entries are overdue in the list below.

Search...

Space	Space Status	Country	Region	Post	Type	City	Year	Month	Status	Action
-------	--------------	---------	--------	------	------	------	------	-------	--------	--------

Data Entry

Direct Data Entry

1. Click on the “**Start**” button next to the Space you want to enter data for. This will take you to the Data Entry Screen

Start New Data Entry

You have 100+ entries that have not been started, 85 of these entries are overdue in the list below.

Search...

Space	Space Status	Country	Region	Post	Type	City	Year	Month	Status	Action
Asociación Comodoro Rivadavia de Intercambio Cultural Argentino Norteamericano	In Full, Normal Operation	Argentina	WHA - Western Hemisphere Affairs	BUENOS AIRES	Binational Center	Comodoro Rivadavia	2020	December	START DATA ENTRY	<input type="button" value="Start"/>
Asociación Litoralense de Intercambio Cultural Argentino Norteamericano Santa Fe	In Full, Normal Operation	Argentina	WHA - Western Hemisphere Affairs	BUENOS AIRES	Binational Center	Santa Fe	2020	December	START DATA ENTRY	<input type="button" value="Start"/>
Asociación Mendocina de Intercambio Cultural Argentino Norteamericano Mendoza	In Full, Normal Operation	Argentina	WHA - Western Hemisphere Affairs	BUENOS AIRES	Binational Center	Mendoza	2020	December	START DATA ENTRY	<input type="button" value="Start"/>
Asociación Parenense de Intercambio Cultural Argentino Norteamericano Parana	In Full, Normal Operation	Argentina	WHA - Western Hemisphere Affairs	BUENOS AIRES	Binational Center	Parana	2020	December	START DATA ENTRY	<input type="button" value="Start"/>
Asociación Rosarina de Intercambio	In Full, Normal	Argentina	WHA - Western Hemisphere Affairs	BUENOS AIRES	Binational Center	Rosario	2020	December	START DATA ENTRY	<input type="button" value="Start"/>

1 2 3 4 5 6 7 8 9 10 ...

30 items per page

1 - 30 of 4355 items

Data Entry Notification: This will alert you to new Data Call periods and any previous Data Call periods that have not been started.



Start New Data Entry

You have 100+ entries that have not been started, 85 of these entries are overdue in the list below.

2. There are following data points can be captured by OASIS for the Monthly Data Call:
 - a. General Status: The most accurate status of your American Space during the month.
 - b. Explanation: The most accurate explanation to describe your American Space during the month.
 - c. Visits: The total number of people that visited your Space during the month
 - d. In-Person Programs: The total number of in-person programs that your Space ran during the month
 - e. In-Person Participants: The total number of in-person attendees that visited your Space during the month
 - f. Virtual Programs: The total number of virtual programs sponsored by your Space during the month
 - g. Virtual Participants: The total number of virtual attendees that participated in your virtual programs during the month
 - h. Hybrid Programs: The number of hybrid programs your Space ran during the month
 - i. Hybrid Participants: The total number of people that attended your hybrid programs during the month
 - j. Notes: Please specify any useful information about this data call period



Office of American Spaces Information System (OASIS) User Guide



Data Call Details

Space	Month/Year	Status
American Corner Mosteiros	12 / 2021	Start Data Entry

Visits

In-Person Programs

In-Person Participants

Virtual Programs

Virtual Participants

Hybrid Programs

Hybrid Participants

User Tip: Hovering your mouse cursor over the data point will provide you a definition of that data point

Data Call Details

Space	Month/Year	Status
Associação Cultural Brasil Estados Unidos Salvador	11 / 2020	Start Data Entry

The total number of people that visited your Space during the month.

Visits

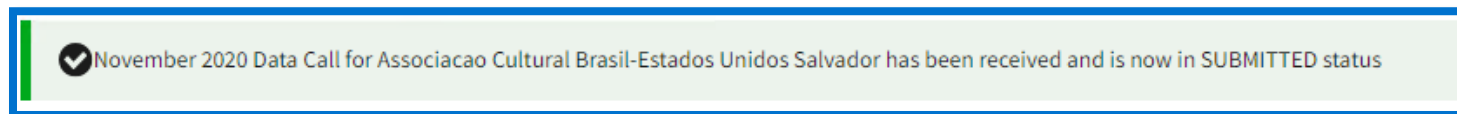


3. Once you have entered the Space's data, you can either click “**Save**” or “**Submit**” at the bottom of the page
 - a. “**Save**” allows you to put the Data Call into draft status so you can return to it later. Clicking “**Save**” will take you back to the **Enter Data** page and alert you that the save has been complete.
 - b. “**Submit**” allows you to complete the Data Call for that month. Clicking “**Submit**” will take you back to the **Enter Data** page and alert you that the submission has been complete.

4. Clicking “**Save**” takes you back to the dashboard where you will see an alert for Draft Status



5. Clicking “**Submit**” takes you back to the dashboard where you will see an alert for submission





6. You can view your submitted or saved Data Call in the “**Your Existing Data Call Submissions**” table




Editing Draft Status Data Calls

1. Data calls will open on the first of the month for the previous month. Users will have 30 days to enter the stats. After 30 days, the data call will be locked and users will need to request access from ITServiceCenter@state.gov
2. You can find your saved or submitted Data Calls in the “**Your Existing Data Call Submissions**” table.
3. Data Call records in the “**Draft**” status will have a blue “**Edit**” button that will take you to the records Data Entry screen. Keep in mind you will only be able to edit within the 30 day window.

Your Existing Data Call Submissions										
<input checked="" type="checkbox"/> Export All Submissions							Search...		Reset	
Space	Space Status	Country	Region	Type	City	Year	Month	Status	Date Submitted	Action
American Corner Davao	Virtual Programming Only	Philippines	EAP - East Asia and Pacific	American Corner	Davao City	2022	October	DRAFT		 

4. Data Call records in the “**Submitted**” status will have a white “**View**” button that will take you to the records Data Entry screen.

Your Existing Data Call Submissions										
<input checked="" type="checkbox"/> Export All Submissions							Search...		Reset	
Space	Space Status	Country	Region	Type	City	Year	Month	Status	Date Submitted	Action
American Corner Nhangano National Library	Temporarily Closed	Eswatini	AF - Africa	American Corner	Nhangano	2022	March	SUBMITTED	03/02/2023	

My Spaces


Viewing Space Details

1. From the Dashboard, click “**My Space(s)**” button. This will take you to your assigned Spaces.



Office of American Spaces Information System (OASIS) User Guide





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Office of American Spaces Information System (OASIS)

[Home](#) [Enter Data](#) [My Space\(s\)](#) [Reports](#) [User Details](#) [Help](#)

Hello danny elbashari [Logout](#)

My Spaces

Search...

Reset

Country	Region	Name	Managing Post	Type of Space	City	General Status	Explanation	Date Opened	Action
Burma	EAP - East Asia and Pacific	American Center Yangon	RANGOON	American Center	Rangoon	In Full, Normal Operation	Health-Related - in-person interactions allowed, but with restrictions	1/1/1949	Details
Burma	EAP - East Asia and Pacific	Jefferson Center Mandalay	RANGOON	American Center	Mandalay	Temporarily Closed	Civil unrest/security concerns	2/1/2008	Details
Cambodia	EAP - East Asia and Pacific	AmCam Exchange Phnom Penh	PHNOM PENH	American Corner	Phnom Penh	In Full, Normal Operation	Open without Restrictions	2/1/2021	Details
Cambodia	EAP - East Asia and Pacific	American Corner Battambang	PHNOM PENH	American Corner	Battambang	In Full, Normal Operation	Open without Restrictions	1/1/2007	Details

2. Click the “**Details**” button to take you to the Space’s information. The Space Details page will load and 3 sections will be present:
 - a. Basic Information – view information about where the space is located, when they were opened/closed, and their General Status
 - b. Details Information – view information about the spaces’ unique attributes
 - c. Data Call Submissions – information about the monthly data calls captured in OASIS



Office of American Spaces Information System (OASIS) User Guide



[Home](#) | [My Spaces](#) | Asociación Comodoro Rivadavia de Intercambio Cultural Argentino Norteamericano

Asociación Comodoro Rivadavia de Intercambio Cultural Argentino Norteamericano

Basic Information

Portfolio	Region	Country	Managing Post	City	Type of Space	General Status	Memorandums of Understanding
Buenos Aires	Western Hemisphere Affairs	Argentina	BUENOS AIRES	Comodoro Rivadavia	Binational Center	In Full, Normal Operation	View Memorandums of Understanding

Detailed Information

Data Call Submissions:

📍 Move selected rows to another Space.. [Help](#)

🔄 Reset

<input type="checkbox"/>	Year	Month	General Status	Visits	In-Person Programs	In-Person Participants	Virtual Programs	Virtual Participants	Hybrid Programs	Hybrid Participants	Status	Date Submitted	Action
<input type="checkbox"/>	2022	July	In Full, Normal Operation	0	0	0	0	0	0	0	DRAFT		Edit Delete
<input type="checkbox"/>	2022	June	In Full, Normal Operation	0	0	0	0	0	0	0	DRAFT		Edit Delete
<input type="checkbox"/>	2022	May	In Full, Normal Operation	0	0	0	0	0	0	0	DRAFT		Edit Delete

3. As of February 21, 2023, you can view the following information:

a. General Information:

i. Portfolio

ii. Region

iii. Country

iv. Managing Post

v. City

vi. Type of Space

vii. General Status

viii. Memorandums of Understanding



b. Detailed Information:

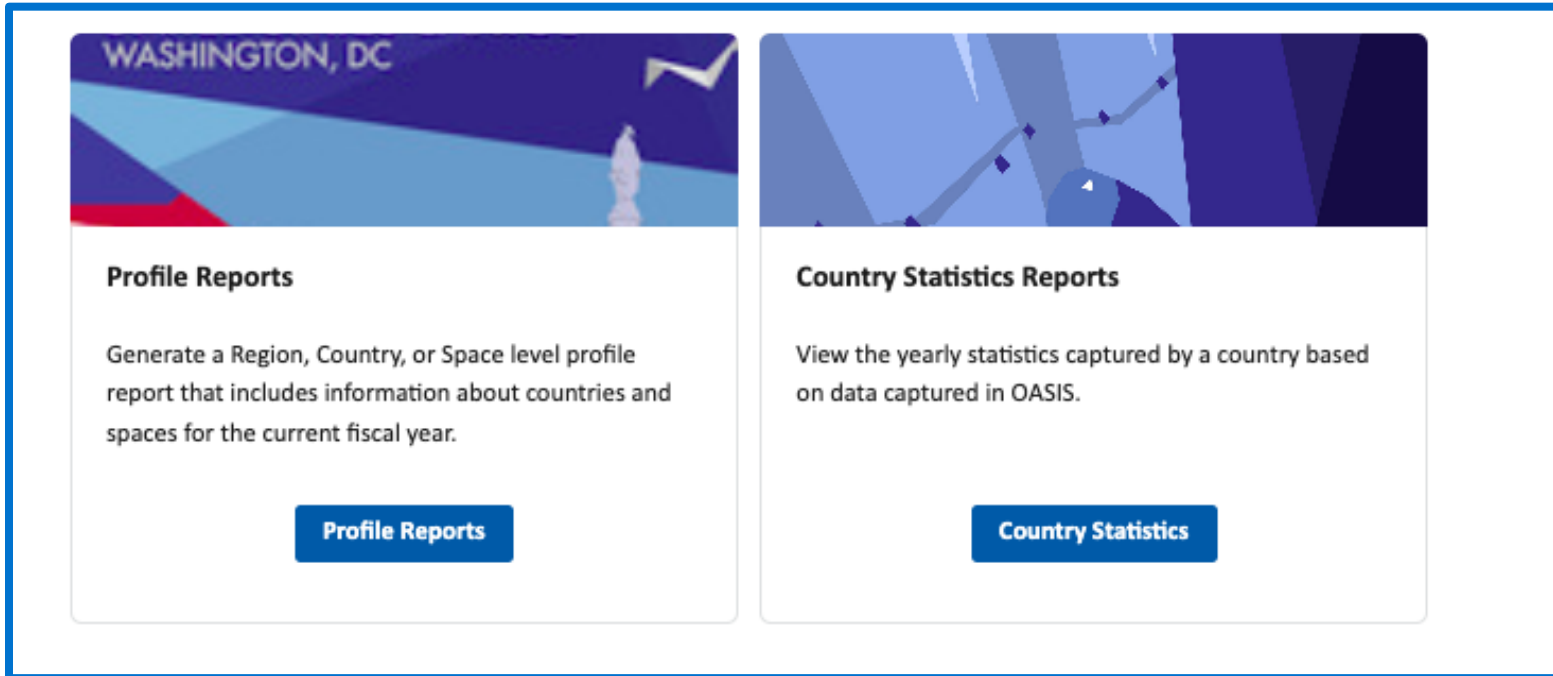
- | | |
|-------------------------------|-----------------------------------|
| i. Host Institution Name | xiv. Facebook Account |
| ii. Alternate Name | xv. Twitter Account |
| iii. Staffing Level | xvi. YouTube Account |
| iv. Date Opened | xvii. Instagram Account |
| v. Year Opened | xviii. WhatsApp Account |
| vi. Date Closed | xix. Wi-Fi |
| vii. Year Closed | xx. Education USA Advising Center |
| viii. Open to Public | xxi. Size of Space |
| ix. Open to Public (Other) | xxii. Size of FTE Staff |
| x. Classification | xxiii. Spaces Narrative |
| xi. Address of American Space | xxiv. Renamed From |
| xii. Space Email Address | xxv. Renamed Date |
| xiii. Post Website URL | |

c. Data Call Submissions table displays all the data submissions made by the Space



Reports

1. Click the “**Reports**” tab on the top banner to take you to the Reports page



Profile Reports

The Country, and Space Profile Reports provide an exportable document that includes general information about the Country or Space specified. You can select a Region to filter the dropdown selections for the following Portfolio dropdown. Selecting a Country from the dropdown will turn the “Show Country Profile” button orange, meaning you can now generate a Country Profile Report. Similar is the case for selecting a Space, then clicking the “Show Space Profile” button.



Home | Reports | American Spaces Profile Reports

American Spaces Profile Reports

	EAP - East Asia and Pacific	
	All	
	Burma	Show Country Profile
	All	
<input type="checkbox"/> Include All-Time Data?	American Center Yangon	Show Space Profile

Country Profile Report

The Country Profile Report provides an exportable document that includes general information about the Country specified, an auto-generated paragraph overviewing the stats of the current fiscal year, a list of all non-closed spaces, the current REP, Office of American Spaces Contact, and programming statistics from the previous 2 years.

Users with the OASIS Admin, Fields Support Officer, REPS, or American Officer role have access to enter or edit a Country Narrative that will allow them to enter a summary of notable anecdotes, events, initiatives, and more, about the Country, and will then display on the report.

Space Profile Report

The Space Profile Report provides an exportable document that includes general information about the Space specified, a list of all non-closed spaces, the current REP, Office of American Spaces Contact, and programming statistics from the previous 2 years.

Users with the OASIS Admin, Fields Support Officer, REPS, or American Officer role have access to enter or edit a Space Narrative that will allow them to enter a summary of notable anecdotes, events, initiatives, and more, about the Country, and will then display on the report.



Country Statistics Report

1. Select the Region, Portfolio, Country Name and Fiscal Year you want to view and click “**Show Country Statistics Report**”

[Home](#) | [Reports](#) | Country Statistics Report

Country Statistics Report

AF - Africa	
Accra	
Benin	
2023	Show Country Statistics Report

2. The Country Statistics Report will show:

- a. Totals
 - i. Total Programs
 - ii. Total Attendees
 - iii. Total Visits
- b. Visits
 - i. City
 - ii. Space Names
 - iii. Space Type
 - iv. Total Visits
- c. Programs



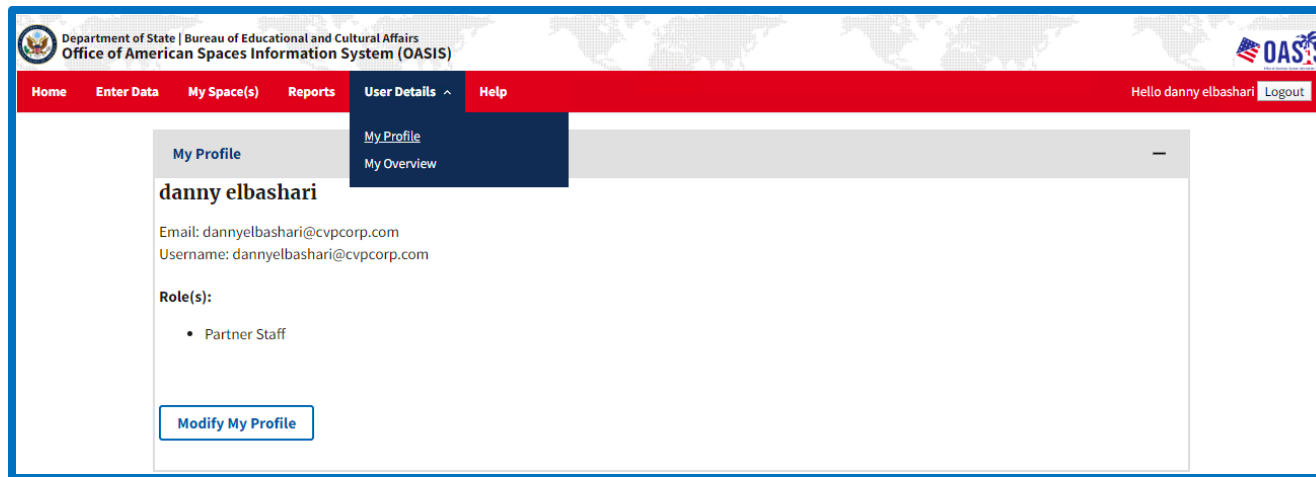
- i. City
 - ii. Space Names
 - iii. Space Type
 - iv. In-Person Programs
 - v. Virtual Programs
 - vi. Hybrid Programs
 - vii. Total Programs
- d. Attendees
 - i. City
 - ii. Space Names
 - iii. Space Type
 - iv. In-Person Programs
 - v. Virtual Programs
 - vi. Hybrid Programs
 - vii. Total Programs

My Profile

1. To view your personal OASIS profile, on the menu bar, click on the “**User Details**” tab, then the “**My Profile**”



Office of American Spaces Information System (OASIS) User Guide



- To edit your profile, you may either click the “**Modify My Profile**” button or email IT Service Center ITServiceCenter@state.gov with the Subject Line as “OASIS: User Profile Modification”

Help

OASIS User Manual

Based on your account’s role, the most updated version of the user manual, full of instructions and tips on how to use OASIS.

OASIS OKTA Setup Guide

View a document detailing how to properly set up Okta Verify on your mobile device.

Data Dictionary

View a document that details all of the fields used in OASIS.

Reporting Guidance

A link to an online resource guide that elaborates on American Spaces reporting.